

ONTARIO CHAMBER OF COMMERCE CAREER OPPORTUNITY

Position: **Senior Policy Analyst (Workforce Development & AI Policy Lead)**

About the job

Consider joining the Ontario Chamber of Commerce (OCC), Canada's largest and most influential chamber of commerce. We are an independent, non-profit advocacy and member services organization with 60,000 members, including large multinational corporations, small-to-medium-sized enterprises, labour unions, postsecondary institutions, non-profits, associations and close to 150 chambers of commerce and boards of trade.

We are seeking a **Senior Policy Analyst** to join our Policy team and contribute to the development of non-partisan, evidence-based public policy positions that enable a competitive business environment for OCC member businesses and drive Ontario's economic prosperity.

About the role

As a Senior Policy Analyst, you will be the primary OCC policy lead on **workforce development, artificial intelligence (AI) and emerging technologies** and oversee our [Workforce Development Policy Council](#) and our [AI Hub](#). Reporting to the Senior Manager, Policy, you will be responsible for:

- **Policy Council Leadership:** Develop and execute workplans, engage with council chairs to set agendas and facilitate outcomes-focused meetings, lead policy research projects, proactively monitor sector trends, and engage with council members to drive policy and advocacy.
- **Research and Report Drafting:** Research and draft policy briefs, primers, research reports, publication and other policy documents, including timely responses to emerging issues relevant to members. Leverage a broad understanding of the policy environment to support files across the Policy team, including on Economic Reconciliation, Health and Trade. The ability to conduct quantitative and data analysis to generate insights and develop evidence-based positions is preferred.
- **Stakeholder Engagement:** Build and maintain relationships with current and prospective OCC members, local chambers of commerce and boards of trade to develop partnerships and advance advocacy. You will also work with the Public Affairs team to support government and media engagement.
- **Policy Planning:** Work with the Director and Senior Manager to inform the OCC's annual policy pipeline, including identifying and analyzing trends and data to inform policy recommendations.

About you

You are an ambitious, creative, versatile and entrepreneurial policy professional. You're ready for a public-facing role with considerable responsibilities and opportunities to publish on timely and pressing policy issues, develop public profile, and build leadership skills.

You bring an advanced understanding of Ontario's pressing policy issues, its political landscape and business environment. You're a self-starter with proven experience independently leading and executing projects and research, managing stakeholders, analyzing data, and drafting reports. Comfort with public speaking would be an asset.

Most importantly, you're a purpose-driven, motivated team player with a keen interest in a variety of issues, enabling you to quickly learn new topics, and hit the ground running.

What you'll bring to the Ontario Chamber

- A graduate degree in a related field (public policy, political science, public administration, economics, public affairs, etc.) or undergraduate degree in a related field with relevant professional experience.
- Advanced policy acumen, with experience analyzing and/or developing policy at an industry association, think tank, corporation or government/political office. Background in post-secondary education, skills development, AI, or workforce policies is preferred.
- Minimum five (5) years' experience in a policy role, conducting research and analysis, and honing exceptional writing and editing skills, ideally demonstrated through published work.
- Ability to effectively manage cross-functional projects and competing deliverables.
- Practiced oral presentation skills and a demonstrated ability to translate and present policy issues to diverse stakeholder groups or audiences.
- Business development experience and/or acumen a strong asset.
- Sophisticated stakeholder/client relation skills; ability to facilitate consultations, drive consensus, and manage committees.
- Experience with economic research analysis and application of research.
- Excellent interpersonal skills and strong work ethic with a demonstrated ability to take initiative, build strong relationships and work collaboratively in a deadline driven environment.
- Interest in government relations and/or media is an asset and growth opportunity.

What We Offer

- Competitive salary and compensation package that includes life and health insurance benefits and a matching RRSP plan.
- An annual merit-based bonus plan.
- 3 weeks of vacation plus office closure between Christmas and New Year's Day.
- Professional development opportunities to develop new skills through courses, training or membership in specific areas of interest.
- Opportunities to attend and present at relevant conferences and summits.
- Opportunities for increased responsibilities and career growth.
- Opportunities to grow your public profile and develop your professional network, including by attending and presenting at relevant conferences and summits.
- On-the-job training to support your success in the role.
- Flexible work arrangements.

Working Arrangement

The position is based at the OCC's downtown Toronto office, with easy access to transit. We offer a flexible, hybrid workplace with remote work possible for up to two (2) days per week. Some travel within Ontario may be required.

How to Apply

Please send a cover letter and resume in a single PDF with the subject line "Senior Policy Analyst – Your Name" to Vyshali Shankar, Human Resources Generalist, at vyshalishankar@occ.ca or resumes@occ.ca by **April 22, 2025**. Only resumes and cover letters sent on the above-mentioned emails will be considered.

The OCC is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us so that your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

Thanks to all for your interest but only candidates who move forward in the process will be contacted.